

# Retention and Classification Report

**Agency:** Washington County (Utah). County Commission (1540)

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## Records Officer

26716	Delinquent property tax settlement files
84226	Minutes
13752	Ordinances
25145	Publications
24573	Resolutions

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 26716

3

**TITLE:** Delinquent property tax settlement files

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain tax deferral agreements and payment schedules which the county sets up for property owners who are behind on their taxes by five years or more. Records in the file may include the application (PT-33), agreement of lien holder (PT-33A), proposed payment plans and backup information, notice of tax deferral, copies of commission minutes, and correspondence.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 2.

**AUTHORIZED:** 03/07/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until delinquent taxes are paid and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 26716

**TITLE:** Delinquent property tax settlement files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 84226

4

**TITLE:** Minutes

**DATES:** 1856-

**ARRANGEMENT:** Chronological by date of meeting.

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/20/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1907 and continuing to the present. Retain in County Archives permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 84226

**TITLE:** Minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1856 through 1887. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 13752

3

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** Numerical by ordinance number

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-77 (1990)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-15(9) (1990)). From 1896-1999, ordinances and resolutions were filed together. In 2000, they were separated into different volumes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

**AUTHORIZED:** 03/07/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 13752

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 25145

3

**TITLE:** Publications

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Washington County and made available to the public. Holdings: Flood Plain Information Virgin River, April 1973.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 24573

3

**TITLE:** Resolutions

**DATES:** 2000-

**ARRANGEMENT:** Numerical by resolution number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). Between 1896 and 1999, resolutions were filed with ordinances (Series 13751). They were separated in 2000. These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-20-1.7(2000)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

**AUTHORIZED:** 11/20/2002

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Washington County (Utah). County Commission

**SERIES:** 24573

**TITLE:** Resolutions

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public